



International Parkinson and
Movement Disorder Society

International Congress of Parkinson's
Disease and Movement Disorders
October 5-9, 2018
HONG KONG



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**The International Parkinson and Movement Disorder Society's
2018 International Congress of Parkinson's
Disease and Movement Disorders**



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SECTION 1

General Information



Important MDS Deadlines

The International Parkinson and Movement Disorder Society's
2018 International Congress of Parkinson's
Disease and Movement Disorders

*Please note that these are only deadlines for MDS. Please refer to show information in the other sections for other deadlines.

DATE	SEND TO	ITEM
July 2, 2018	MDS	- Deadline for graphics for purchased advertisement space in the MDS Final Program
August 1, 2018	MDS	- Deadline to submit registration bag inserts for pre-production approval
August 2, 2018	MDS	- Early registration deadline
August 3, 2018	MDS & PICO	- Deadline to submit technical plans for approval for space-only exhibits
TBD		- Deadline for delivery of approved purchased registration bag inserts for insertion into the bags. Please send 4,000 to: Address TBD (will be sent in a separate email) CARTON 1 OF ____ etc.
September 3, 2018	MDS	Deadline to submit email for approval if delegate list was purchased
September 5, 2018	MDS	- Final pre-registration deadline for Exhibitor Personnel and Regular Delegates
September 10, 2018		Delegate list sent to companies who purchased it
September 15, 2018	MDS	- Deadline to submit promotional items for distribution at booth for approval
October 4, 2018		- Exhibit installation begins @ 2:00pm
October 6-8, 2018		- Exhibit hall open
October 9, 2018		- Exhibit dismantlement begins @ 3:30pm

Contact Names

**The International Parkinson and Movement Disorder Society's
2018 International Congress of Parkinson's
Disease and Movement Disorders**



Exhibit Contacts

Congress Secretariat

Kristy Moeller

Meetings Manager

International Parkinson and Movement Disorder Society

555 East Wells Street, Suite 1100

Milwaukee, WI 53202 USA

Telephone: +1 414-276-2145

E-mail: kmoeller@movementdisorders.org

Audio Visual

AV Promotions Ltd

Tel: (852) 2527 0918

Nicole Tsui

nicoletsui@avpromotions.com.hk

Edmond Ho

edmondho@avpromotions.com.hk

Samantha Chung

samantha@avpromotions.com.hk

Catering

Hong Kong Convention and Exhibition Centre

Ms Dorothy Ng

2582 7859/ dorothyng@hkcec.com

Ms Nicky Ng

2582 7943 / nickyng@hkcec.com

Meeting Rooms/Hospitality Rooms

Kristy Moeller

Telephone: +1 414-276-2145

E-mail: kmoeller@movementdisorders.org

Official Show Contractor

Pico IES Group Ltd

Tel: +852 3713 0546 | Fax: +852 2660 4672

www.pico.com

Chloe Ma

chloe.ma@hk.pico.com

Registration – Groups

Tabi Gadoua

Showcare Event Solutions

Telephone: +1 514-847-0512

Fax: +1 514-380-5378

mdscongress@showcare.com

Website: <https://www.mdscongress.org/Congress-2018/Registration/Group-Registration.htm>

Registration – Individuals

Showcare Event Solutions

Telephone: +1 514-847-0512

Fax: +1 514-380-5378

E-mail: mdscongress@showcare.com

Website: <https://www.mdscongress.org/Congress-2018/Registration.htm>



Shipments and Freight Forwarding

Merkur Expo Logistics

All questions should be directed to both:

Gernot Iven: gernot.iven@merkur-expo.com

And

Marco Dinges: marco.dinges@merkur-expo.com

Venue

Hong Kong Convention and Exhibition Centre

1 Expo Drive, Wan Chai

Hong Kong

www.hkceec.com

Pinky Leung

pinkyleung@hkceec.com

+852 2582 7104

Ava Chan

avachan@hkceec.com

+852 2582 7315

Temporary Staff

If you would like to hire hosts/hostesses to staff your booth, please contact

Michael Wan @ MCI

michael.wan@mcigroup.com

Photographer – Should you wish to contract for photos of your exhibit

Bob Levy

E-mail: rlevyphoto@gmail.com

Congress Website

For updated information about the meeting, please visit: <https://www.mdscongress.org/Congress-2018.htm>

Exhibit Hall hours are subject to change. Exhibitors will be notified if a change in hours is necessary.

Admission to Exhibits

Each exhibitor will be granted three (3) complimentary Exhibitor Personnel badges for access to the Exhibit Hall only. Additional Exhibitor Personnel badges can be purchased at \$100 USD each. Information on how to register booth personnel has been emailed to the exhibiting company's contact person.

Badge Policy

Admission to the Exhibit Hall will be by name badge only. Security guards will monitor the entrances for proper identification. Exhibit stand personnel must show an official MDS exhibitor name badge in order to gain access to the Exhibit Hall during installation, show, or dismantlement hours.

Official Service Contractor

Pico IES Group Ltd is the official show contractor for the 2018 International Congress.

Requirements for Independent Contractors

Exhibiting companies who plan to use the services of a display house/service firm other than the designated service contractor must abide by the following rules:

- The exhibitor must notify the MDS International Secretariat in writing no less than 30 days prior to the International Congress of the names of the display house/service firm, address, telephone number and contact person.
- The display house/service firm must furnish a copy of an insurance certificate to the MDS International Secretariat in the amount of \$1,000,000.00 USD liability to include property damage. This certificate must be submitted no less than 30 days prior to the meeting. The certificate must indicate full coverage for installation days, show days and dismantling days.
- Display house/service firms may only be in the exhibit hall during installation and dismantlement hours.
- Display house/service firms may not solicit business on the exhibit floor at any time.
- Display house/service firms must cooperate with the official designated contractors especially by not interfering with the efficient use of an official contractor's workers.

Rules and Regulations

**The International Parkinson and Movement Disorder Society's
2018 International Congress of Parkinson's
Disease and Movement Disorders**



Advertising Material

Canvassing or distributing of advertising material by non-exhibiting, commercial companies is strictly prohibited. Exhibitor advertising will not be permitted outside of the exhibitor's assigned space. Limited signage advertising industry supported sessions and events must be approved and displayed by the MDS International Secretariat. Unauthorized signage will be removed.

Attendee Mailing List

Exhibitors may order an attendee mailing list in advance of the International Congress. The mailing list is for one-time rental use only and may not be duplicated. Under no circumstances may the list be copied, reproduced or duplicated in any form other than for the purpose of the specified mailing.

Audiovisual Equipment

Sound systems must be kept at a reasonable level, and may not interfere with other exhibitors.

Demonstrations

Exhibitor demonstrations should not interfere with normal traffic flow nor infringe on neighboring exhibits. No demonstrations will be permitted outside of the exhibitor's assigned space.

Facility Regulations

Exhibitors are required to abide by all facility regulations in the design, installation, operation and dismantlement of their exhibit stands. A complete description of electrical, fire, labor and property regulations is listed in this Manual.

Food and Beverage Distribution

Exhibitors wishing to dispense or serve any food or beverage from assigned exhibit space must notify the Hong Kong Convention and Exhibition Centre. Further information is provided in this Manual.

Hospitality Suites and Special Events

Company-sponsored special events must be approved by the MDS International Secretariat and is only allowed for Platinum Supporters. MDS attendees, leadership and faculty members cannot be invited to an event that conflicts with MDS programs, including the Scientific Program, or other MDS Events. Please contact the MDS International Secretariat for more information.

Liability

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hong Kong Convention and Exhibition Centre and its owners or managers, which result from any act or omission of the exhibitor. The exhibitor agrees to defend, indemnify and hold harmless, the International Parkinson and Movement Disorder Society, its owners, managers, officers or directors, agents, employees, and subsidiaries and affiliates, from any damages or charges resulting from the exhibitor's use of the property. The exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the Hong Kong Convention and Exhibition Centre or any part thereof.

In addition, the exhibitor acknowledges that the International Parkinson and Movement Disorder Society, the Hong Kong Convention and Exhibition Centre, and all other service providers do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Market Research

Surveys or market research of any kind is prohibited.

Meeting Space

Exhibiting and non-exhibiting companies may not schedule meetings or events during the official dates of the International Congress without the written consent of the MDS International Secretariat. Requests for meeting space of company-sponsored sales meetings and MDS-approved activities should be submitted in writing to the MDS International Secretariat, attention Meetings Manager. Only Platinum Supporters are allowed to submit a request for renting space at the International Congress venue.

No Smoking

Smoking in the Exhibit Hall, scientific sessions, foyers and all public space in the Hong Kong Convention and Exhibition Centre is prohibited.

Prizes and Lotteries

Prizes, sponsored contests and prize drawings will not be permitted.

Products and Services

Only those products and services detailed on the exhibit space application form or in writing prior to the International Congress and approved by the MDS International Secretariat may be exhibited or advertised.

Promotional Items

This manual contains a promotional item approval form which must be submitted by September 15, 2018 along with a sample, photo, or written description of each item. Distribution of descriptive product literature, notepads, pens and pencils is permitted and does not have to be approved. Other items may be distributed from the exhibitor's stand only with prior written approval. All items distributed must benefit/improve patient care. Any exhibitor found distributing materials which have not been officially accepted may be required to cease distribution immediately. For those companies who comply with the PhRMA Code, please refer to the Code with regards to promotional items.

Relocation

The MDS International Secretariat reserves the right to relocate exhibitors. In the event that it is necessary to relocate an exhibitor after a specific space assignment has been made, the MDS International Secretariat will contact the exhibitor. Every effort will be made to reassign the exhibitor to similar space. In any instance of exhibit stand relocation, the exhibitor has the option to cancel and receive a full refund of all payments made.

Restriction of Exhibits

The MDS International Secretariat reserves the right to: (a) reject for any reason any exhibit application submitted for the MDS International Congress; (b) reject, prohibit, restrict or otherwise require modification of any exhibit for any reason; and (c) evict or bar any exhibitor whose exhibit, materials or conduct is determined to be objectionable for any reason. Violation of any regulations on the part of the exhibitor, their employees or agents shall annul the right to occupy space and such exhibitor will forfeit to the MDS International Secretariat all monies which may have been paid. Upon evidence of violation, the MDS International Secretariat may enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages which the MDS International Secretariat may thereby incur.

Security

A professional security guard service will be provided throughout installation and dismantlement as well as after daily Exhibit Hall hours. Neither the security service, MDS, decorator nor the Hong Kong Convention and Exhibition Centre is responsible for any loss or damage to exhibitor property.

Selling from Exhibit Stand

Selling merchandise is prohibited at the 2018 International Congress. Order forms may be distributed. The only exception to this is book publishers; book publishers may sell their publications.

Subletting Exhibit Space

Subletting exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.

SECTION 2

Additional Marketing Opportunities

Congress Registration Mailing List Request
The International Parkinson and Movement Disorder Society's
2018 International Congress of Parkinson's
Disease and Movement Disorders



To request a mailing list for Congress registrants please **complete and return this form with full payment and sample mailing piece by September 3, 2018**. The list will be pulled on September 10 for pre-registrations and October 29 for post-Congress registrations. A sample of the item(s) to be mailed must be included with this form. All lists are for one-time use only.

Return this form and sample mailing piece to:

MDS International Secretariat
C/O Kristy Moeller, Meetings Manager
555 E. Wells Street, Suite 1100
Milwaukee, WI, USA 53202
Fax: +1 414-276-3349
kmoeller@movementdisorders.org

Name: _____

Company: _____

Address: _____

City: _____

State/Province : _____

Postal Code/Zip: _____

Country: _____

Telephone: _____

Fax: _____

E-mail: _____

Description of item(s) to be mailed – (a sample must be included with completed form)

TYPE OF LIST:

Labels are available in pressure sensitive (stick-on) label format only.

- Mailing list (without e-mail addresses), hard copy labels, sent by post
- Mailing list including e-mail addresses sent electronically in Excel format

SORTING CRITERIA

- Last Name Alpha
- Postal Code/Zip
- Country specific: _____

TYPE OF LIST

- Pre-Congress List (pulled on 4/22/16)
- Post-Congress List (pulled on 7/15/16)

PAYMENT INFORMATION -Please check one-

- Mailing list without e-mail addresses, hard copy labels - Payment Amount: \$2,000.00 USD
- Mailing list with e-mail addresses sent electronically - Payment Amount: \$2,500.00 USD

Payment Type: Visa Master Card American Express Check Enclosed (made payable to MDS)

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name (please print): _____

Cardholder's Signature: _____

I understand that the participant mailing list provided by the International Parkinson and Movement Disorder Society is for a **one-time rental use only**. Under no circumstances may the list be copied, reproduced or duplicated in any form other than for the purpose of the specified mailing.

Signature: _____ Date: _____



International Parkinson and
Movement Disorder Society

MEMBERSHIP MAILING LIST RENTAL AGREEMENT

The **List Renter** acknowledges that the **MDS** Congress Mailing lists and any portions thereof, are the exclusive property of the International Parkinson and Movement Disorder Society, hereafter known as **MDS** or the **List Owner**.

The **List Renter** agrees to provide the **MDS** with a sample of the mailing piece with **each order**. The mailing piece is subject to approval by the **MDS** Secretariat before the mailing list will be released. Sample mailing piece must be of a professional use to the members and must not reference **MDS** in any way without the prior consent of **MDS**. If consent is granted, a copy of the consent must accompany the order.

The **List Renter** agrees and understands that all names and addresses furnished are provided for a **ONE-TIME** use only. The **List Renter** guarantees the names and addresses shall not be copied, reused, sold, electronically reproduced, or used as specified in the written order. The **List Renter** shall not use the list to mail any mailing piece different from the one submitted with the order and approved by **MDS**.

On completion of each one-time mailing, the **List Renter** shall immediately destroy all electronic files, unused mailing labels, letters, envelopes, and other typed or printed matter which contains names and addresses supplied by the List Owner.

The **List Renter** agrees to make full payment for the mailing list rental within 30 days of receipt of invoice. **List Renter** understands that the **MDS** does not guarantee success of **List Renters** mailing and cannot be held responsible for use of mailing list after **List Renter** receives said order.

List Renter understands that there is a **NO RETURN POLICY** on label orders. If there are any doubts of how order will be perceived when processed, then the **MDS Secretariat** should be contacted for clarification before placing the order. No refunds or credits will be made after an order has been processed.

The **List Renter** understands that there is a 5% margin of error per list for bad addresses. No refunds or credits will be provided for return labels below the 5% allowance.

After you have read and understood this agreement, please sign the order form, this Rental Agreement, and return to MDS via mail, fax or e-mail.

List Renter's Name (please print): _____

Title: _____

Approved Signature: _____ **Date** _____

Promotional Item(s) Approval Form

**The International Parkinson and Movement Disorder Society's
2018 International Congress of Parkinson's
Disease and Movement Disorders**



Approval Deadline: September 15, 2018

Please complete the following form and submit it with a sample of the item(s) to be distributed at the International Congress. **All promotional items must be reviewed and approved by the MDS International Secretariat prior to production.** Please kindly contact Kristy Moeller, kmoeller@movementdisorders.org, at the MDS International Secretariat with any questions. Distribution of descriptive product literature, notepads, pens and pencils is permitted and does not have to be approved. For those companies who comply with the PhRMA Code, please refer to the Code with regards to promotional items.

Name: _____ Company: _____ Booth #: _____

Address: _____

City: _____ State/Province : _____ Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

Description of Item(s): _____

Please check one: Sample to be sent by mail Sample to be sent electronically or via fax

A completed Promotional Item(s) Approval Form, along with a sample, should be returned to the MDS International Secretariat no later than September 15, 2018:

MDS International Secretariat
c/o Kristy Moeller
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202 USA
Tel: +1 414-276-2145
Fax: +1 414-276-3349

For MDS Use Only:

- Approved as submitted
- Approved with the following modifications: _____
- Not approved for the following reasons: _____

Registration Bag Insert Approval Form

**The International Parkinson and Movement Disorder Society's
2018 International Congress of Parkinson's
Disease and Movement Disorders**



**Approval Deadline: August 1, 2018
Delivery Deadline: TBD**

Please complete the following form and submit it with a sample of the item(s) to be inserted in to the Congress Registration Bags. **All supporter and non-supporter promotional items or printed inserts for the Congress Registration Bags must be reviewed and approved by the MDS International Secretariat prior to production by August 1.** The cost of an insert varies by size. Please kindly contact Kristy Moeller, kmoeller@movementdisorders.org, at the MDS International Secretariat for pricing and any questions.

Name: _____ Company: _____ Booth #: _____

Address: _____

City: _____ State/Province : _____ Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

Description of Item(s): _____

Please check one: Sample to be sent by mail Sample to be sent electronically or via fax

A completed Registration Bag Insert Approval Form, along with a sample, should be returned to the MDS International Secretariat no later than August 1, 2018:

MDS International Secretariat
c/o Kristy Moeller
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202 USA
Tel: +1 414-276-2145
Fax: +1 414-276-3349

For MDS Use Only:

- Approved as submitted
- Approved with the following modifications: _____
- Not approved for the following reasons: _____

SECTION 3

Venue information, order forms, freight forwarding etc.

Decoration Guide



International Congress of Parkinson's Disease and Movement Disorders
5 – 9 October 2018, Hong Kong Convention & Exhibition Centre – Hall 3FG

Important Notices

1. All orders must be accompanied with full remittance. Orders without remittance will not be entertained.
2. Facilities and services not indicated on the forms are subject to quotation on individual job basis.
3. No hammering of nails, drilling or making holes on wall partitions will be permitted. All items are on rental basis only and exhibitors must not make any damage/ loss during the period of rental.
4. All electrical works are to be carried out by the Official Contractor only.
5. Order received after deadline **3 August 2018** is subject to 20% surcharge. For order received after **17 August 2018**, 30% surcharge will be imposed.
6. Cancellation of any orders must be submitted in writing. Cancellation after the deadline **3 August 2018** is subject to 20% cancellation charge. No cancellation will be accepted after **17 August 2018**.
7. If exhibitors or non-official contractors bring their own lighting devices for booth decoration, they must submit all lighting distribution details and pay the lighting connection charges to official contractor. **Exhibitors / Contractors are not allowed to install any additional lighting devices without prior application / notification to the official contractor. Penalty fee will be applied if such situation is found.**
8. Connectors or joints and wiring from the power point to their exhibits / machinery are to be provided by exhibitors.
9. Overloading of electricity: the power consumption of electrical appliances should not exceed the maximum rating of a socket. Exhibitors need to check all equipment to be used and order the required power usage. In case of overload of power consumption the exhibitors are required to pay for the additional electricity costs.
10. All furniture and electrical items included in the Shell Scheme Package are not exchangeable.
11. For exhibitors who applied the space-only package, only Power Main Connection will be allowed to order. They must have their own licensed technicians for any electrical work onsite. Hall venue will collect the license prove onsite before giving out power.
12. Larger booths (e.g. 12sqm or 15sqm) will have the standard furniture provided for 9sqm. Only booths double in size of 9sqm (i.e. 18sqm) will receive the double number of furniture.
13. Corner booth will be assumed to open two sides with two fascia boards carrying company name and island booths will open three sides.

Decoration Guide



International Congress of Parkinson's Disease and Movement Disorders
5 - 9 October 2018, Hong Kong Convention & Exhibition Centre – Hall 3FG

Shell Scheme Booth Specification

Each 9sqm Shell Scheme Booth will be provided with:

Fascia Board	System fascia board with English & Chinese company name & booth no.
Carpet	Needle punch carpet
Wall Panels	Three sidewalls (white laminated panels) held by aluminum R-8 system. For the case of corner booth, it will be two sidewalls and two fascia boards. For the case of island booth, it will be one sidewall and three fascia boards.
Furniture	1 no Information Counter (PF01) 2 nos White Folding Chair (CW14) 1 no Wastepaper Basket (EW01)
Electrical Items	1 no 13Amp Single Phase Socket (max 500W, not for lighting) 2 nos 100W Longarm Spotlight (SL004)

Notes

1. Please find below booth facilities for different booth area. Please note that all furniture and electrical items included in the Shell Scheme Package are not exchangeable.

Item	9m ²	18m ²	27m ²	36m ²	45m ²
Information Counter (PF01)	1	2	3	4	5
White Folding Chair (CH26WP)	2	4	6	8	10
Wastepaper Basket (EW01)	1	2	3	4	5
13Amp/220V S/P Socket (Max 500W, not for lighting)	1	2	3	4	5
100W Longarm Spotlight (SL004)	2	4	6	8	10

ORDER FORM (A)



International Congress of Parkinson's Disease and Movement Disorders
5 – 9 October 2018, Hong Kong Convention & Exhibition Centre – Hall 3FG

Deadline
3 August 2018

RENTAL FURNITURE (For Shell Scheme Only) – Cont.'

Ref.	Description	Unit Rate (HKD)	Qty	Amount
TS06WP	White Gem Table (770L x 770W x 715Hmm)	\$ 445	_____	_____
TR07WP	White Nymphaea Table (800Ø x 780Hmm)	\$ 410	_____	_____
TL04WP	White Hermes 127 Table (1200 x 700 x 750Hmm)	\$ 470	_____	_____
TL04BK	Black Hermes 127 Table (1200 x 700 x 750Hmm)	\$ 470	_____	_____
CB12WP	White Bombo Stool (440Ø x 390 x 660-860Hmm) - Adjustable	\$ 390	_____	_____
CB18BK	Black Bar Stool (400Ø x 800Hmm) – Non-adjustable	\$ 235	_____	_____
CB25BK	Black Denz Bar Stool (470Ø x 720-880Hmm) - Adjustable	\$ 375	_____	_____
CB25WP	Ivory Denz Bar Stool (470Ø x 720-880Hmm) - Adjustable	\$ 375	_____	_____
TB06BK	Black Nymphaea Square Bar Table (50 x 50 x 1110Hmm)	\$ 570	_____	_____
TB06WP	White Nymphaea Square Bar Table (50 x 50 x 1110Hmm)	\$ 570	_____	_____
TB04BK	Black Nymphaea Bar Table (600Ø x 1100Hmm)	\$ 570	_____	_____
TB04WP	White Nymphaea Bar Table (600Ø x 1100Hmm)	\$ 570	_____	_____
SS05WI	Ivory Box Sofa (720 x 640 x 660Hmm)	\$ 865	_____	_____
SD05WI	Ivory Box Double Sofa (1580 x 680 x 670Hmm)	\$ 1,410	_____	_____
SS01BK	Black X Sofa (760 x 800 x 780Kmm)	\$ 1,045	_____	_____
SD01BK	Black X Double Sofa (1500 x 750 x 760Hmm)	\$ 2,065	_____	_____
TC07BK	Black Square Soco Coffee Table (470 x 470 x 490Hmm)	\$ 635	_____	_____
TC08BK	Black Julie Coffee Table (600Ø x 420Hmm)	\$ 415	_____	_____
TC08WP	White Julie Coffee Table (600Ø x 420Hmm)	\$ 415	_____	_____
TC10WP	White Tulipe Black Leg Coffee Table	\$ 415	_____	_____
AM06BK	Black Documents Display	\$ 610	_____	_____
AM07BK	Black Catalogue Display	\$ 525	_____	_____
AM11BK	Black Hanger & Rack	\$ 340	_____	_____
	Bamboo Palm	\$ 210	_____	_____

Sub-total: _____

20% surcharge for late order or
30% surcharge for on-site order

Total Amount: _____

NOTE

- All items listed above are on rental basis for shell scheme booth.
- Please indicate on Location Plan, the position of items marked with " * " asterisk. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
- Late order: 20% penalty fee will be charged for any late orders received after the deadline **(3 August 2018)**, while orders received after **(17 August 2018)** & on site order will be subject to a 30% surcharge.
- Cancellation of any orders must be submitted in writing. Cancellation after the deadline **(3 August 2018)** is subject to 20% cancellation charge. No cancellation will be accepted after **(17 August 2018)**.

Company Name: _____ Stand no: _____
Contact Person: _____ Email Address : _____
Telephone/Mobile: _____ Fax: _____
Address: _____
Signature: _____ Company Chop: _____

Please return this form to:

PICO IES GROUP LTD, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong

Contact: Ms. Chloe Ma

Tel: 852- 3713 0546

Please make copy for your reference

Fax: 852-2660 4672

Email: chloe.ma@hk.pico.com

Furniture Catalogue



PF-01
Information Counter
1030L x 535W x 750H mm



PF-02
Low Glass Showcase
1030L x 535W x 1000H mm



PF-03
Lockable Cupboard
1030L x 535W x 750H mm



PF-04
Tall Glass Showcase w/ two 50W downlight
1030L x 535W x 750H mm



CH26WP
White
FOLDING CHAIR
46 x 45 x 77cm (H)



CH28BK
Black
MULIN CHAIR
49 x 58 x 82cm (H)



CH28WP
White
MULIN CHAIR
49 x 58 x 82cm (H)



CH10WP
White
RUSILIA CHAIR
42 x 61 x 86cm (H)



CH10BK
Black
RUSILIA CHAIR
42 x 61 x 86cm (H)



CA09BK
Black
OFFICE ARMCHAIR
45 x 60 x 95cm (H)
(adjustable)



SS-01 / FS-01
Sloped Shelf / Flat Shelf
1000L x 300W mm



ED-01
Swing Door
950W x 1910 Hmm



ED-02
Folding Door
950W x 2000Hmm



SC-01
System Ceiling Beam
1000L x 1000W x 70H mm



TS06WP
White
GEM TABLE
77 x 77 x 76cm (H)



TR07WP
White
NYMPHEA TABLE
Ø80 x 72cm (H)



TL04WP
White
HERMES 127 TABLE
120 x 70 x 75cm (H)



TL04BK
Black
HERMES 127 TABLE
120 x 70 x 75cm (H)



CB12WP
White
BOMBO STOOL
Ø44 x 39 x 66-86cm (H)
[adjustable]



CB18BK
Black
Z BAR STOOL
Ø40 x 80cm (H)



CB25BK
Black
DENZ BAR STOOL
Ø47 x 77-86cm (H)
[adjustable]



CB25WI
Ivory
DENZ BAR STOOL
Ø47 x 72-88cm (H)
[adjustable]



TB06BK
Black
NYMPHEA SQUARE
BAR TABLE
50 x 50 x 111cm (H)



TB06WP
White
NYMPHEA SQUARE
BAR TABLE
50 x 50 x 111cm (H)



TB04BK
Black
NYMPHEA BAR TABLE
Ø60 x 110cm (H)



TB04WP
White
NYMPHEA BAR TABLE
Ø60 x 110cm (H)



SS05WI
Ivory
BOX SOFA
72 x 64 x 66cm (H)



SS01BK
Black
X SOFA
76 x 80 x 78cm (H)



SD01BK
Black
X DOUBLE SOFA
150 x 75 x 76cm (H)



TC07BK
Black
SQUARE SOCO
COFFEE TABLE
47 x 47 x 49cm (H)



TC08BK
Black
JULIE COFFEE TABLE
Ø60 x 42cm (H)



TC08WP
White
JULIE COFFEE TABLE
Ø60 x 42cm (H)



TC10WP
White
TULIPE BLACK
LEG COFFEE TABLE
50 x 50 x 42cm (H)



AM06BK
Black
DOCUEMENT DISPLAY
28 x 25 x 121cm (H)



AM07BK
Black
CATALOGUE DISPLAY
27 x 30 x 144cm (H)



AM11BK
Black
HANGER & RACK
180cm (H)



Bamboo Palm
about 1000Hmm

ORDER FORM (B)



International Congress of Parkinson's Disease and Movement Disorders
 5 – 9 October 2018, Hong Kong Convention & Exhibition Centre – Hall 3FG

Deadline
3 August 2018

RENTAL ELECTRICAL (For Shell Scheme Only)

Description	Unit Rate (HKD)	Qty	Amount
* 40W Fluorescent tube (White light)	\$ 410	_____	_____
* 100W Spotlight (Yellow light)	\$ 410	_____	_____
* 100W Longarm spotlight (Yellow light)	\$ 440	_____	_____
* 300W Floodlight (Yellow light)	\$ 470	_____	_____
50W Halogen downlight (Yellow Light)	\$ 450	_____	_____
* 70W HQI (White light)	\$ 640	_____	_____
* 500W/220V single phase socket (for single machine only)	\$ 580	_____	_____
1000W/220V single phase socket (for single machine only)	\$ 865	_____	_____
* 24 hrs 13Amp/220V single phase socket (max.500W, not for lighting)	\$ 705	_____	_____
* Lighting connection (max. 100W)	\$ 360	_____	_____
Lighting connection (max. 200W)	\$ 610	_____	_____
* Lighting connection (max. 300W)	\$ 895	_____	_____

- * **All sockets are for machine operation only, not for lighting.**
- * **Exhibitors are also required to pay for the outstanding electricity costs**
- * **Lighting connection does not include composing of the lighting fixtures from exhibitors.**

Sub-total: _____

RENTAL ELECTRICAL (For Shell Scheme / Space-only)

* 30Amp/220V single phase power (for lighting connections and power supply to small electrical appliances)	\$ 11,220	_____	_____
* 15Amp/380V three phase power (for lighting connections and power supply to small electrical appliances)	\$ 15,620	_____	_____
* 30Amp/380V three phase power (for lighting connections and power supply to small electrical appliances)	\$ 30,060	_____	_____

Sub-total: _____

20% surcharge for late order or
 30% surcharge for on-site order
 Total Amount: _____

NOTE

1. All items are on rental basis.
2. Please indicate the position of electrical items on Location Plan. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
3. Late order: 20% penalty fee will be charged for any late orders received after the deadline **(3 August 2018)**, while orders received after **(17 August 2018)** & on site order will be subject to a 30% surcharge.
4. Cancellation of any orders must be submitted in writing. Cancellation after the deadline **(3 August 2018)** is subject to 20% cancellation charge. No cancellation will be accepted after **(17 August 2018)**.

Company Name: _____ Stand no: _____
 Contact Person: _____ Email Address : _____
 Telephone/Mobile: _____ Fax: _____
 Address: _____
 Signature: _____ Company Chop: _____

Please return this form to: _____ Please make copy for your reference
 PICO IES GROUP LTD, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong

Contact: Ms. Chloe Ma
 Tel: 852- 3713 0546 Fax: 852-2660 4672 Email: chloe.ma@hk.pico.com

Lighting Catalogue



SL-001
40W Fluorescent Tube



SL-006
100W Spotlight



SL-004
100W Longarm Spotlight



SL-021
300W Floodlight (Yellow Light)



SH-018
50W Halogen Spotlight



STAR-FC1
70W HQI (White Light)



SOC-500
500W Socket

ORDER FORM (C)



International Congress of Parkinson's Disease and Movement Disorders
5 – 9 October 2018, Hong Kong Convention & Exhibition Centre – Hall 3FG

Deadline
3 August 2018

	Unit Rate (HKD)	Qty	Amount
<u>RENTAL OF RIGGING POINT / BANNER POINT</u>			
Rigging Point (per point)	\$ 1,800	___	_____
Banner Point (per pair)	\$ 1,800	___	_____

Remarks:

1. Rigging point only includes the hanging point; rigging hanging service is excluded
2. Please submit the rigging plan for approval
3. Banner point includes banner hanging service; banner production service is available on request

Graphic Printing Service

Inkjet Sticker (per sqm)	\$ 340	___	_____
Inkjet Sticker laminated on Foam Board (per sqm)	\$ 360	___	_____

Remarks:

1. Price will subject to change due to specialization in design, such as die cut design, etc.
2. Panel size for inkjet sticker is 950mmW x 2330mmH
3. Panel size for inkjet sticker laminated on foam board is 1030mmW x 2470mmH

INTERNET SERVICE

2M bps Dynamic Broadband Line	\$ 3250	___	_____
2M bps Dynamic Broadband Line with 1 Fixed IP Address	\$ 3625	___	_____
5M bps Dynamic Broadband Line	\$ 3625	___	_____
5M bps Dynamic Broadband Line with 1 Fixed IP Address	\$ 4125	___	_____

Remarks:

1. Deposit HK\$ 4,000 will be collected per line

BOOTH CLEANING SERVICE

Cleaning Service (per day)	\$ 800	___	_____
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Remarks:

1. Service only available on show days from 08:00 to 15:00

Sub-total: _____
20% surcharge for late order or _____
30% surcharge for on-site order _____
Total Amount: _____

NOTE

1. All items are on rental basis.
2. Please indicate the position of electrical items on Location Plan. Otherwise, they would be installed at Pico's discretion. Any alternation on site will be at the expense of exhibitors.
3. Late order: 20% penalty fee will be charged for any late orders received after the deadline **(3 August 2018)**, while orders received after **(17 August 2018)**, & on site order will be subject to a 30% surcharge.
4. Cancellation of any orders must be submitted in writing. Cancellation after the deadline **(3 August 2018)** is subject to 20% cancellation charge. No cancellation will be accepted after **(17 August 2018)**.

Company Name: _____ Stand no: _____
Contact Person: _____ Email Address : _____
Telephone/Mobile: _____ Fax: _____
Address: _____
Signature: _____ Company Chop: _____

Please return this form to:

PICO IES GROUP LTD, Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Tai Po, N.T. Hong Kong

Contact: Ms. Chloe Ma

Tel: 852- 3713 0546

Fax: 852-2660 4672

Please make copy for your reference

Email: chloe.ma@hk.pico.com

FORM (N)



PICO IES GROUP LTD

Pico Building, 12A Dai Fat Street
Tai Po Industrial Estate, Hong Kong
Tel: 852 – 3713 0546
Fax: 852 – 2660 4672 / 2660 6312

筆克主建集團有限公司
香港大埔工業村
大發街 12A 號筆克

International Congress of Parkinson’s Disease and Movement Disorders Non-official Contractor Information

DEADLINE: 3 August 2018

Exhibitors using non-official contractors to decorate their booths, the following information **MUST** be submitted before the above mentioned deadline.

1. The plans of special design (with height indicated) must be submitted for approval. Once the booth design is approved, no alternation may be made without prior written consent of the Organizer.
2. Site-work deposit (36sqm or below – HKD 8,000 per stand / 37 sqm or above – HKD 15,000 per stand) should be settled by Credit Card / company cheque to PICO IES GROUP LTD. It must be posted and accompanied by this form.

Mailing address:

PICO IES GROUP LTD

Pico Building, 12A Dai Fat Street, Tai Po Industrial Estate, Hong Kong
Attn: Ms. Chloe Ma

Please complete the following information:

Exhibitor’s Details:

Exhibiting Company Name: _____
Booth No.: _____
Total Booth Area: _____ Tel/ Mobile Phone: _____

Contractor’s Details:

Contractor’s Name: _____
Contractor’s Address: _____
Contact Person: _____ Fax/ Email: _____
Tel.: _____ Mobile Phone/ Pager: _____

Exhibitor Company Stamp & Signature:

Deposit Payment Form

All deposits must be received by 3 August 2018 and the amount will be refunded within two months after the completion of the show if the exhibition sites, in the organizer's view, are free from damage and rubbish and disposable left behind. Otherwise, any cost will be deducted from the deposit.

All payments are made in Hong Kong Dollars only. Bank charges should be covered by the payer.

Payment Method

*** Notes: For those who want to pay in US Dollars, the exchange rate US\$1: HK\$7.8 will be used.**

The full payment, as indicated, amount to USD _____ = HKD _____ is made by:

Cheque or Bankdraft payable to "PICO IES GROUP LTD"
Please put down the **invoice no.** and **booth no.** at the back of the cheque before sending to the above-mentioned address.

Telegraphic Transfer directly to the following account:

Hong Kong & Shanghai Banking Corporation Limited
No. 1 Queen's Road, Central, Hong Kong
Account No: 037-880606-001 (HKD) or 037-0-606469 (Other Currencies, except HKD & RMB)
Account Name: PICO IES GROUP LTD
Bank code: 004
Swift Code: HSBCHKHHHKH

"WHEN MAKING PAYMENT FOR THIS INVOICE, PLEASE INCLUDE ALL BANK CHARGES, INCLUDING INTERMEDIARY BANK COMMISSIONS AND OTHER HANDLING COSTS IN YOUR PAYMENT."

Photocopy of bank slip/ receipt of your TT payment must be sent accompanying the cover page of this form to us by fax or mail.

*** Notes: For those who want to pay by Visa / Master / Amex, the payment currency must be HK Dollars and the exchange rate is US\$1 : HK\$7.8**

Global Payment - Merchant Name: PICO IES GROUP LTD. Merchant no.: 50074101

American Express - Merchant Name: PICO IES GROUP LTD. Merchant no.: 9816732580

Credit Card

MasterCard

Visa

Amex

Cardholder's Name: _____

Credit Card no.: _____ Exp. Date: _____ (mm/yy)

Credit Card CVV: _____ (3 digits for Master Card & Visa, 4 digits for Amex)

Cardholder's Signature: _____ Date : _____

Appointing non-official contractor

1. Construction Drawing and Non-official Contractor Information Form Submission

- A. Exhibitors using NON-OFFICIAL CONTRACTORS must inform and obtain consent from the Organizer before any of their own contractors are permitted to work on-site. Exhibitors may appoint any competent local stand contractor to design and construct their booths. The Organizer reserves the right to reject any contractor and design they deem inappropriate.
- B. Exhibitors should submit the details of their contractors and construction drawing with full dimensions and materials to be used (including **BOOTH DESIGN PLAN** and **LIGHTING DISTRIBUTION PLAN**) to the Organizer and the Official Contractor for approval before **3 August 2018**.
- C. No alternation is allowed after the booth design is approved, unless prior written approval is obtained from the Organizer.
- D. All non-official contractors or exhibitors who construct their own booths must submit NON-OFFICIAL CONTRACTOR INFORMATION FORM to the official contractor - Pico IES Group Ltd before & **3 August 2018**.
- E. SHELL SCHEME BOOTH will be given basic furniture. All shell scheme booths must be constructed by the official contractor. No additional booth fitting display may be attached to the shell booth structure. The panels and its fixed structure must not be removed. Therefore, non-official contractor for shell scheme booth should only provide furniture and without altering the shell booth structure.
- F. Exhibitors who use Official Contractor for special design need to return the NON-OFFICIAL CONTRACTOR INFORMATION FORM.
- G. Non-official contractors must take out and maintain valid public liability insurance for the appointed booth construction. The insurance should be maintained in force at all times during move-in period, show period and move-out period.

2. General Construction Constrains and Regulations

- A. Booth Construction **up to or over 3m** will require Organizer's & Venue's approval. The maximum building height is **4.5m** for island booths.
- B. No part of any structure may extend beyond the boundaries of the booth area.
- C. For island booths (aisles on all four sides): Sufficient see-through areas must be provided to prevent blocking views of adjacent booths (i.e. 50% of the island must be open display and not completely enclosed).
- D. Rigged banner / signage / bulkheads: The bottom of the rigged items must be set 0.5m above the highest point of the booth. The height restriction for the top of the sign is 6.5m. Banners must not be hung closer than 1 meter from a shared wall with other exhibitors.
- E. All materials and fitting used in construction and decoration of the booth must be flame retardant and be in accordance with all applicable fire prevention and building regulations. For all construction with fabric and wooden materials involved, one functional fire extinguisher at a conspicuous spot within booth area is required during the construction period for safety reason. A FS251 certificate has to be submitted to the official contractor prior to the first show day.
- F. Booth with ceiling cover: Full hard cover ceiling booth is prohibited in the venue. Booth design with partial hard cover ceiling or fabric cover ceiling booth has to submit to the Organizer and the Official Contractor for approval before **3 August 2018**.

Appointing non-official contractor (Cont.)

- G. Paint spraying, welding and the use of electrical saw are strictly prohibited in the fairground.
- H. There is no storage space for empty crates, boxes or packing material in the exhibition halls. Non-official contractors are responsible for removing them. Any goods or packing material left at the corridor may be disposed without prior notice and extra removal charges will be incurred.
- I. No construction material and equipment can be placed at the loading area during the fair period. Any material left at the loading area may be disposed without prior notice and extra removal charges will be charge on-site.
- J. Non-official contractors have to follow any instruction given by the Organizer and Official Contractor.
- K. All Stands or Temporary Structures **exceeding 3 meters** in height must be constructed under the supervision of an Authorized Person / Registered Structural Engineer and **submit a RSE report** to the official contractor prior to the first show day.
- L. All Stands or Temporary Structures **reaching 4.5 meters** in height need to **submit a RSE report with structure calculation** to the official contractor prior to the first show day.
- M. According to the **Fire Services Ordinance**, no hard ceiling will be approved for booth design. All design proposals must be approved by Organizer and should conform to all statutory requirements. Detailed Drawings to scale with perspective and elevation views, must be submitted online or email to Official Contractors by **3 August 2018**.

Appointing non-official contractor (Cont.)

3. Site Work Deposit

Violation of the following clauses will result in deposit deduction	Deduction rate
1. To violate the official move-in/out schedule.	50%
2. To store the construction materials, tools, boxes, cartons and/or other exhibits at the booth outside the range, other booth area, the venue or unloading zone	50%
3. To paint, weld and use chainsaw in the venue	50%
4. To put all equipment (including decoration tools, wheelbarrows and A-shaped ladder, etc.) out of the respective booths after the official construction schedule will be cleaned without prior notice.	50%
5. To fit any solid fixings or decoration on floors, walls and columns of the venue.	50%
6. To install any decoration or supporting fitting on panel of the adjacent booths.	50%
7. If the contractor does not apply for sufficient electricity supply. Once discovered, must be order extra electricity supply and pay for the administrative fees.	Administrative fee HK\$500 & electricity fee subject to onsite price
8. To drill screw, paint and nails on the panel provided by the Organizer	HK\$300/@
9. To install any material (including pifex system, screws, plywood, etc.) on standard booth system structure and damage it.	HK\$300/each contact point
10. To damage or use the carpet provided by Organizer for the purpose, such as packaging materials.	HK\$30/sqm
11. To transfer the working pass to others	HK\$100/pass
12. To damage HKCEC facilities (such as floors, walls, carpets, doors and others)	According to the actual costs charged by HKCEC

AUDIO/VISUAL EQUIPMENT (RENTAL) for Exhibition
(Order deadline: 10 Sep 2018)

ITEM	SERVICE ITEMS	Description / Select the appropriate	UNIT COST / Event (HKD)	QTY	AMOUNT (HKD)
1	21.5" monitor on table only	Connect: <input type="checkbox"/> VGA signal / <input type="checkbox"/> HDMI signal	\$800		
2	32" TV	Connect: <input type="checkbox"/> VGA signal / <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB <input type="checkbox"/> Wall mount / <input type="checkbox"/> On table only / <input type="checkbox"/> On 2mH Truss stand (extra \$500)	\$1,800		
3	42"/43" TV	Connect: <input type="checkbox"/> VGA signal / <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB <input type="checkbox"/> Wall mount / <input type="checkbox"/> On table only / <input type="checkbox"/> On 2mH Truss stand (extra \$500)	\$2,200		
4	50" TV	Connect: <input type="checkbox"/> VGA signal / <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB <input type="checkbox"/> Wall mount / <input type="checkbox"/> On table only / <input type="checkbox"/> On 2mH Truss stand (extra \$500)	\$4,000		
4a	55" TV / 55" TV with touch screen	Connect: <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB <input type="checkbox"/> Wall mount only / <input type="checkbox"/> On 2mH Truss stand (extra \$500)	\$6,000/ \$7,000		
5.	60" TV (HDMI only)	Connect: <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB <input type="checkbox"/> Wall mount / <input type="checkbox"/> On table only / <input type="checkbox"/> On 2mH Truss stand (extra \$500)	\$7,000		
6	70" TV (HDMI only)	Connect: <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB <input type="checkbox"/> Wall mount / <input type="checkbox"/> On table only / <input type="checkbox"/> On 2mH Truss stand (extra \$500)	\$9,000		
7	80" TV (HDMI only)	Connect: <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB <input type="checkbox"/> Wall mount / <input type="checkbox"/> On 2 x truss stand (extra HK\$1,000)	\$12,000		
8	Plasma wall (2x2)	(Size: 1852mmW x 1046mmH) Connect: <input type="checkbox"/> VGA signal / <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB	\$12,000		
9	Plasma wall (3x3)	(Size: 2778mmW x 1569mmH) Connect: <input type="checkbox"/> VGA signal / <input type="checkbox"/> HDMI signal / <input type="checkbox"/> Client USB	\$27,000		
10	LED Wall	P1.8mm/ P2.9mm/ P3.9mm / P6mm pixel indoor LED	Negotiable		
11	Laptop	Supports Microsoft® Windows® 7, Office 2010	\$1,200		
11a	iPad	Please specify required Model	Negotiable		
12	B/W Laser Printer	Prints up to 8-16ppm , 1200 x 1200 dpi resolution (Include existing cartridge but not include A4 Paper)	\$1,200		
			TOTAL		

Deadline: 10 September 2018 (Surcharge will be imposed after the deadline)

Your contact for this form is:

AV Promotions Ltd. – Ms. Nicole Tsui / Mr. Edmond Ho/Ms. Samantha Chung

6/F, Leader Centre, 37 Wong Chuk Hang Road, Aberdeen, Hong Kong

Tel: +852 2527 0918 Fax: +852 2527 7106

Email: nicoletsui@avpromotions.com.hk / edmondho@avpromotions.com.hk / samantha@avpromotions.com.hk

Note:

1. Order DOES NOT include power point. Exhibitors will have to order electrical requirement from Official Booth-fitting Contractor
2. We cannot guarantee provision of orders received after the deadline dates.
3. In addition, a 50% surcharge will be levied for late orders.
4. On-site orders will caused a doubled price on all equipment
5. Orders are only valid when accompanied with full remittance. Please make cheques/bank draft payable to AV PROMOTIONS LTD or via Telegraphic Transfer to the following bank details:
BANKER: STANDARD CHARTERED BANK
ADDRESS: 828 CHEUNG SHA WAN ROAD, HONG KONG.
A/C NO: 003-329-00206474
A/C NAME: AV PROMOTIONS LTD.
SWIFT CODE: SCBL HK HH XXX
6. All the above prices are for a whole exhibition period.
7. The rental charge includes 2-way equipment transportation, setup and dismantle.
8. Similar equipment is replaced if it is not available.

PAYMENT AT ORDER: No order will be taken into consideration if total payment is not included

I hereby pay

- By bank draft payable to **AV Promotions Ltd.** or
 By Telegraphic Transfer to the following bank account:

Payable to: **AV Promotions Ltd.**

Bank details: Standard Chartered Bank
828 Cheung Sha Wan Road, Hong Kong

Account number: 003-329-00206474 (**Exchange Rate: USD 1.00 = HKD 7.80**)

**Please fax us your remittance report (with the show name and booth number marked) to 852-2527 7106 for our record*

Company	_____	Booth Number	_____
Name / Title	_____		
Address	_____		
Zip Code, City	_____	Country	_____
Tel	_____	Fax	_____
		Email	_____

I confirm that I have read the general rental terms.

Date:

Signature and stamp:

展覽會展位餐飲訂購表格 Exhibition Booth Catering Order Form

價錢適用至二零一八年六月三十日
Prices are valid until 30 June 2018

最低消費為港幣300元或以上，另加一送貨服務費
Minimum order amount is HK\$300, and is subject to 10% service charge

請填妥本表格並於展覽舉行前十個工作天寄回香港會議展覽中心管理有限公司。逾時遞交之表格，將不獲保證其送貨時間。
Please return this form to the Hong Kong Convention and Exhibition Centre (Management) Limited at least 10 working days before the exhibition starts. Late orders will not be given a guaranteed delivery time.

公司名稱 Company Name: _____ 聯絡人 Contact Person: _____

地址 Address: _____

電郵地址 Email Address: _____ 電話 Tel: _____ 傳真 Fax: _____

展覽名稱 Name of Exhibition: _____ 展覽廳 Hall No: _____

展位編號 Booth No: _____ 送貨日期 Delivery Date: _____ 送貨時間 Delivery Time: _____

*繁忙時段貨物將會提早送到
*Delivery time may be brought forwards during peak hours

備註：每張訂購表格只提供一次送貨服務；如多於一次，請另加訂購表格。Remarks: Each order only provides one-time delivery service. Please fill in additional order form(s) for more than one delivery service.

以下餐飲訂購並不包括侍應生服務，如有需要請聯絡餐飲部查詢。Waiver service is not included. Please contact Food and Beverage Department for details

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL	項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL	項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL
食品 FOOD				礦泉水、汽水及啤酒 MINERAL WATER, SOFT DRINKS & BEERS				租用餐具及器皿 EQUIPMENT HIRE			
精選小食 Snack				蒸餾水機每套包括 Distilled Water Package Includes:				香檳杯 Champagne Glass 每6隻 6 pcs 55 白酒杯 White Wine Glass 每6隻 6 pcs 55 紅酒杯 Red Wine Glass 每6隻 6 pcs 55 水杯 Hi-ball Glass 每6隻 6 pcs 55 咖啡杯及碟 Coffee Cup and Saucer 每6套 6 sets 95 甜品碟 Dessert Plate 每6隻 6 pcs 75 甜品叉 Dessert Fork 每6隻 6 pcs 65 茶匙 Tea Spoon 每6隻 6 pcs 65 冰桶 Ice Bucket 每個 1 pc 200			
燻鴨肉蛋批 Smoked Duck on Fennel Egg Flan @dozen 每打 290				200隻紙杯 200 Paper Cups				租金總值 (以每日作計算單位)			
蜜椒三文魚 Salmon in Home-Pastrami Style @dozen 每打 340				* 需繳付可退還之訂金港幣四千元 Refundable deposit of HK\$4,000 is required	4,000			TOTAL EQUIPMENT HIRE VALUE (per day)			
羅勒蝦串 Prawn Skewer with Basil @dozen 每打 380				18公升蒸餾水 18 Litres Distilled Water 每支 Each 140				需繳付相等於租金總值之可退還訂金 Plus refundable deposit amount equals to total equipment hire value: HK\$0.00			
精選糕點 Premium Pastry				50隻紙杯 50 Paper Cups 每套 @set 35				總訂購金額 TOTAL ORDER VALUE: HK\$0.00			
各式迷你鬆餅 Assorted Muffin Miniature @dozen 每打 260				250隻紙筒杯 250 Paper Cones 每套 @set 35				另加一送貨服務費 10% DELIVERY CHARGE: HK\$0.00			
迷你牛角酥 Mini Croissant @dozen 每打 220				Fiji 天然礦泉水 Fiji Water 每6樽 @6 bottles 140				可退還之訂金總值* TOTAL REFUNDABLE DEPOSIT* HK\$0.00			
迷你雜穀牛角酥 Mini Multigrain Croissant @dozen 每打 260				San Pellegrino 有氣礦泉水 (500毫升) San Pellegrino Sparkling Water (500ml) 每6樽 @6 bottles 140				應付總額 TOTAL PAYABLE: HK\$0.00			
迷你雞批 Mini Chicken Pie @dozen 每打 180				伊雲礦泉水 (500毫升) Evian (500ml) 每6樽 @6 bottles 140				請注意以下事項: Please note the following: 1. 請填妥另頁付款表格 Please complete the Payment Form 2. 最低消費為港幣300元或以上，另加一送貨服務費 Minimum order amount is HK\$300, and is subject to 10% service charge 3. 已送出之食物或飲品，恕不退款 Delivered and unused items are non-refundable 4. 付款後訂單不可取消或退款 No cancellation or refund can be made once payment has been settled 5. 現場付款最早送貨時間為下午2時 The earliest delivery time for payment made upon delivery is 2:00pm 6. 食物、飲品及器材之供應須視乎存貨情況而定 Food & beverage items and equipment are subject to availability 7. 即場訂購需約1至2小時後送達 Delivery time will take 1 to 2 hours for on-site order 8. 請確保展位有足夠空間儲存訂購之食物、飲品及器材 Please ensure the booth has sufficient space to store the ordered items and equipment 9. 如租用咖啡機 (至少1560瓦) 或蒸餾水機 (至少510瓦) 請確保展位有足夠電力提供 If coffee machine (min. 1560 watts) or water dispenser (min. 510 watts) is hired, please ensure sufficient electricity is available at the booth			
迷你鮮果撻 Mini Fruit Tart @dozen 每打 160				法國有汽礦泉水 (500毫升) Perrier (500ml) 每6樽 @6 bottles 140							
朱古力酥 Pain au Chocolate @dozen 每打 280				蒸餾水 (430毫升) Distilled Water (430ml) 每6樽 @6 bottles 90							
綠茶白朱古力撻 Green Tea White Chocolate Tart @dozen 每打 250				可樂 (330毫升) Coke (330ml) 每6罐 @6 cans 100							
圓形迷你果撻 Les Tartes Passion @dozen 每打 250				健怡可樂 (330毫升) Coke Light (330ml) 每6罐 @6 cans 100							
美式曲奇餅 Assorted American Cookies @dozen 每打 180				雷碧 (330毫升) Sprite (330ml) 每6罐 @6 cans 100							
歐陸曲奇餅 Assorted European Cookies @dozen 每打 110				橙汁 (296毫升) Orange Juice (296ml) 每6樽 @6 bottles 140							
其他精選 Other Specialities				蘋果汁 (296毫升) Apple Juice (296ml) 每6樽 @6 bottles 140				凡訂購礦泉水、汽水或啤酒半打，將供應6隻紙杯 6 paper cups will be provided for 1/2 dozen of mineral water, soft drink or beer			
各款進口芝士 Selection of Air-flown Cheese 每碟 @each 750				喜力啤酒 (330毫升) Heineken (330ml) 每6罐 @6 cans 180							
雞錦燻肉碟 Assorted Cured Meat Platter @each 750				嘉士伯啤酒 (330毫升) Carlsberg (330ml) 每6罐 @6 cans 160				凡訂購香檳或餐酒一瓶，將供應6隻即棄膠杯 6 plastic cups will be provided for each bottle of champagne or wine			
凡訂購食物將供應即棄餐具 Disposable ware will be provided for each order				生力啤酒 (330毫升) San Miguel (330ml) 每6罐 @6 cans 160							
咖啡機租用 COFFEE MACHINE HIRE				餐酒 WINE							
咖啡機 (1560瓦) 附蒸餾水包括 Mobile Coffee Machine (1560 watts) with distilled water includes: 五十粒咖啡/特濃/無咖啡因咖啡囊 50 regular coffee/ espresso/ decaffeinated capsules 一公升咖啡奶，一百份糖 五十隻耐熱即棄杯及攪拌棒 1 litre of coffee milk, 100 portions of sugar, 50 paper cups and stirrers	1000			特選香檳 Champagne – Sommelier's Selection 每瓶 @bottle 620							
* 需繳付可退還之訂金港幣五千元 Refundable deposit of HK\$5,000 is required	5,000			特選紅酒 Red Wine – Sommelier's Selection 每瓶 @bottle 268							
咖啡/特濃/無咖啡因咖啡囊 regular coffee / espresso / decaffeinated capsules (不包括咖啡機) (coffee machine not included) 每五十粒 @50 capsules 980				特選白酒 White Wine – Sommelier's Selection 每瓶 @bottle 268							
咖啡奶 Coffee Milk 每盒1公升 @1 litre box 35											
其他 OTHERS											
茶 Tea (1壺/1 Pot) 10杯 10 cups 260											
薯片 Potato Chips 每包 @pk 15											
冰粒 Ice Cubes 每包2公斤 @2kg bag 15											



❧ *Selections of Refreshment* ❧
Page 1 of 6

<u>Items</u>	<u>Price</u>
<i>Finger Sandwiches</i> 手指三文治	HK\$ / dozen
<i>Assorted Finger Sandwiches</i> 雜錦	260
<i>Duck Rillettes and Fig</i> 鴨肉醬無花果	260
<i>Egg Salad and Cucumber</i> 焗蛋沙律及青瓜	260
<i>Mortadella with Olives</i> 意式肉腸橄欖	260
<i>Ham and Cheese</i> 火腿芝士	260
<i>Smoked Salmon and Cucumber</i> 煙三文魚及青瓜	260
<i>Marinated Eggplant and Zucchini (v)</i> 醃青瓜及茄子(素)	260
<i>Roast Bell Pepper and Beet (v)</i> 烤甜椒及紅菜(素)	260
<i>Halal Smoked Chicken Breast</i> 清真煙雞胸	260
<i>Halal Beef</i> 清真牛肉	260
<i>Bagels</i> 麵包圈	HK\$ / dozen
<i>Smoked Salmon and Cream Cheese</i> 煙三文魚及芝士	340
<i>Potato and Egg Salad</i> 馬鈴薯及焗蛋沙律	340
<i>Mortadella with Olives</i> 意式肉腸橄欖	340
<i>Ham and Cheese</i> 火腿芝士	340
<i>Smoked Salmon and Cucumber</i> 煙三文魚及青瓜	340
<i>Marinated Eggplant and Zucchini (v)</i> 醃青瓜及茄子(素)	340
<i>Roast Bell Pepper and Beet (v)</i> 烤甜椒及紅菜(素)	340
<i>Halal Smoked Chicken Breast</i> 清真煙雞胸	340
<i>Halal Beef</i> 清真牛肉	340
<i>Tortilla Wrap</i> 玉米餅卷	HK\$ / portion
<i>Tandoori Chicken</i> 印度烤雞卷	52
<i>Ham and Cheese</i> 火腿芝士	52
<i>Marinated Eggplant and Zucchini (v)</i> 醃青瓜及茄子(素)	52
<i>Roast Bell Pepper and Beet (v)</i> 烤甜椒及紅菜(素)	52
<i>Halal Smoked Chicken Breast</i> 清真煙雞胸	52
<i>Halal Beef</i> 清真牛肉	52

(v) = vegetarian (素)

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❧ *Selections of Refreshment* ❧
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<u>Items</u>	<u>Price</u>
Savoury Snacks 西式咸點	HK\$ / dozen
<i>Mini Tuna Puff</i> 吞拿魚酥	220
<i>Mini Prosciutto Puff</i> 火腿酥	220
<i>Mini Sausage Puff</i> 肉腸酥	220
<i>Mini Olive Puff (v)</i> 橄欖酥(素)	220
<i>Mini Spinach Puff (v)</i> 菠菜酥(素)	220
<i>Mini Red Pepper Puff (v)</i> 甜椒酥(素)	220
<i>Picos Bread with Serrano Ham</i> 西班牙手工餅乾捲火腿	220
<i>Picos Bread with Marinated Anchovy</i> 西班牙手工餅乾伴銀魚柳	220
<i>Mini Halal Beef Burger</i> 迷你清真牛肉漢堡包	220
<i>Mini Hot Dog</i> 迷你熱狗	220
Artisan Pastry (vol-au-vent) 手工烘焙	HK\$ / portion
<i>Three Cheese (Feta/ Ricotta/ Mozzarella) Puff</i> 三式芝士酥	56
<i>Vegetable Curry Basket (v)</i> 咖喱蔬菜酥籃(素)	56
<i>Ham and Cheese Puff</i> 火腿芝士酥	56
<i>Chicken Pie</i> 雞肉酥	56
<i>Tomato Mozzarella Basil</i> 番茄芝士酥	56
<i>Pulled Pork</i> 豚肉酥	56
<i>Cheddar Cheese</i> 芝士	56
Grilled Sandwiches 熱三文治	HK\$ / portion
<i>Grilled Vegetable and Brie Cheese Focaccia</i> 烤雜菜及芝士意大利包	56
<i>Ham and Cheese Panini</i> 火腿芝士意大利包	56
<i>Ham and Cheese Whole Grain Croissant</i> 火腿芝士牛角包	56
<i>Roast Eggplant, Zucchini, Avocado and Cheese</i> 烤茄子青瓜牛油果芝士包	56
<i>Smoked Chicken Breast with Olive and Pesto</i> 煙雞胸香草醬橄欖法包	56
<i>Halal Reuben Sandwich</i> 清真鹹牛肉魯賓三文治	56

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☞ *Selections of Refreshment* ☞
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<u>Items</u>	<u>Price</u>
European Pastries 歐陸酥麪	HK\$ / dozen
<i>Raisin Whirl</i> 葡萄乾牛角酥	280
<i>Pain au Chocolat</i> 朱古力酥	280
<i>Mini Croissant</i> 迷你牛角酥	220
<i>Mini Multigrain Croissant</i> 迷你雜穀牛角酥	260
<i>Butter Croissant with Apricot</i> 黃梅牛角酥	280
<i>Butter Croissant with Raspberry</i> 紅莓牛角酥	280
<i>Butter Croissant with Chocolate Hazelnut</i> 朱古力榛子牛角酥	280
<i>Apple Swirl</i> 蘋果漩渦酥	260
<i>Hazelnut Praline Finger</i> 榛子果仁條	260
<i>Assorted Danish</i> 什錦丹麥飽	200
<i>Blueberry Danish</i> 藍莓丹麥飽	200
<i>Chocolate Danish</i> 朱古力丹麥飽	200
<i>Coconut Custard Danish</i> 椰子丹麥飽	200
<i>Cinnamon Danish</i> 肉桂丹麥飽	200
Cakes and Sweet Items 蛋糕及甜點	HK\$ / dozen
<i>Fresh Fruit Tart</i> 鮮果撻	280
<i>Grand Cru Chocolate Cake</i> 朱古力蛋糕	280
<i>Lemon and Thyme Cake</i> 香草檸檬蛋糕	280
<i>Coffee Crunch Cake</i> 脆焦糖層餅	260
<i>Green Tea White Chocolate Tart</i> 綠茶白朱古力撻	250
<i>Les Petitclairs</i> 長條形迷你果撻：Vanilla & Blueberry Caramel & Mango Blackcurrant & White Chocolate Pistachio & Cherry Chocolate & Passion Fruit Lemon & Raspberry	250
<i>Les Tartes Passion</i> 圓形迷你果撻：Caramel Almond Pear Chocolate Apple Vanilla Chocolate Praline Apricot Almond	250
Indian Hot Snack 印度小食(熱)	HK\$ / dozen
<i>Dal Kachori (v)</i> 香辣豆蓉糰 (素)	200
<i>Dosa Masala (v)</i> 咖喱脆卷 (素)	200
<i>Pakora Paneer (v)</i> 炸芝士糰 (素)	200

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❧ *Selections of Refreshment* ❧
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<u>Items</u>	<u>Price</u>
Petit Puff Stick 奶油蛋條	HK\$ / dozen
Vanilla 雲呢拿	180
Pistachio 開心果仁	180
Chocolate 朱古力	180
Salted Caramel 鹽味焦糖	180
Raspberry 紅莓	180
Lemon 檸檬	180
Muffins 鬆餅	HK\$ / dozen
Apple Crumble 蘋果脆酥	200
Lemon and Poppy Seed 檸檬罌粟籽	200
Blueberry 藍莓	200
Chocolate Chip 朱古力碎	200
Multi Grain 雜穀	200
Savoury Muffins 咸鬆餅	HK\$ / dozen
Cheddar Cheese, Onion and Black Pepper 車打芝士洋蔥黑胡椒	200
Cheddar Cheese and Bacon 車打芝士煙肉	200
Parmesan, Sundried Tomato and Oregano 芝士蕃茄香草	200
Goat Cheese and Black Olive 法國羊乳芝士黑橄欖	200
Pies & Tarts 批及撻	HK\$ / dozen
Peach Crumble Pie 蜜桃金寶批	200
Apple Crumble Pie 蘋果金寶批	200
Chestnut Tart 栗子撻	200
Lemon Meringue Tart 檸檬蛋白撻	200
Mini Fruit Tart 迷你鮮果撻	160

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❧ *Selections of Refreshment* ❧
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<u>Items</u>	<u>Price</u>
<i>Friandises</i>	HK\$ / dozen
<i>Cookies</i>	
<i>Coffee</i> 咖啡曲奇	110
<i>Butter Milk and Sugar</i> 牛油鮮奶甜曲奇	110
<i>Chocolate Chip</i> 朱古力碎曲奇	110
<i>Cranberry and Nutty Crunch</i> 紅莓果仁脆曲奇	110
<i>Double Chocolate Chips</i> 雙重朱古力碎曲奇	110
<i>Macadamia Nut</i> 夏威夷果仁曲奇	110
<i>Assorted</i> 雜錦	110
 <i>Macaroons</i>	HK\$ / dozen
<i>Assorted</i> 雜錦	200
 <i>Fruit Puff</i>	HK\$ / dozen
<i>Black Currant</i> 黑加侖子	250
<i>Raspberry</i> 紅莓	250
<i>Strawberry</i> 草莓	250
<i>Lemon</i> 檸檬	250
<i>White Peach</i> 白桃	250
<i>Passion Fruit</i> 熱情果	250
<i>Assorted</i> 雜錦	250

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☞ *Selections of Refreshment* ☞
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Items

Chinese Dim Sum 中式點心

	<u>Price</u>
	HK\$/Dozen
<i>Steamed Chicken Bun with Ginger and Spring Onion</i>	薑蔥雞包仔 168
<i>Steamed Spicy Minced Pork with Kimchi</i>	泡菜辣肉餃 168
<i>Steamed Minced Fish Dumpling with Preserved Sausage</i>	臘腸魚蓉賣 168
<i>Steamed Pork Dumpling with Crab Meat "Shanghai Style"</i>	蟹肉小籠包 168
<i>Pan-fried Barbecued Pork Bun</i>	香煎叉燒包 168
<i>Deep-fried Shrimp Spring Roll with Garlic</i>	蒜茸蝦春卷 168
<i>Shredded Chicken Spring Roll</i>	雞絲脆春卷 168
<i>Deep-fried Shrimp Dumpling with Pomelo</i>	柚子明蝦角 168
<i>Baked Barbecued Pork Bun with Pineapple</i>	菠蘿叉燒餐包 168
<i>Steamed Shrimp Dumpling with Chive</i>	韭菜鮮蝦餃 168
<i>Steamed Custard Cream Bun</i>	吉士奶黃包 180
<i>Deep-fried Crispy Beef Dumpling</i>	脆炸牛肉角 180
<i>Steamed Pork Dumpling with Crab Roes</i>	蟹籽滑燒賣 180
<i>Steamed Pork Dumpling with Celery</i>	香芹滑燒賣 180
<i>Steamed Crab Meat Dumpling with Shrimp</i>	鮮蝦蟹肉餃 180
<i>Steamed Shrimp Dumpling with Kale</i>	玉蘭鮮蝦餃 180
<i>Steamed Shrimp Dumpling</i>	晶瑩鮮蝦餃 180
<i>Steamed Shrimp Dumpling with Spinach Sauce</i>	菠菜汁蝦餃 180
<i>Steamed Scallop Dumpling with Celery</i>	芹香玉帶餃 180
<i>Deep-fried Chicken Dumpling with Curry Sauce</i>	咖哩雞肉咸水角 180
<i>Deep-fried Crab Meat Puff</i>	黃金脆蟹盒 180
<i>Steamed Minced Pork Dumpling with Conpoy and Mushroom</i>	瑤柱香菇燒賣 180

Vegetarian 中式素點心

	HK\$/Dozen
<i>Steamed Crystal Vegetarian Dumpling</i>	上素水晶餃 168
<i>Steamed Vegetarian Dumpling with Bamboo Pith</i>	竹筴上素餃 168
<i>Steamed Glutinous Dumpling with Vegetables</i>	上素齋粉粿 168
<i>Deep-fried Vegetarian Spring Roll</i>	羅漢上素春卷 180

Sweet 中式甜點

	HK\$/Dozen
<i>Chinese Sweet Crispies with Coconut</i>	椰香薩其馬 168
<i>Deep-fried Sesame Ball with Custard</i>	芝麻奶皇煎堆 168
<i>Baked Red Bean Paste and Green Tea Pastry</i>	抹茶豆沙酥 168

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SECURITY PERSONNEL SERVICE CHARGES - ORDER FORM
(Rates Effective July 2017 - June 2018)

Event Name: _____
 Move in: _____ Open Period: _____ Move Out: _____
 Venue/Booth No: _____
 Deadline: _____ (14 days before 1st day of Licensed Period)

(For office use)

EVENT ID: _____
 LOG NO: _____

1. Security Services	HK\$ per Shift (Consecutive Hours)									
	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours	13 Hours
a Security Guard	652	754	824	890	900	974	1,070	1,176	1,284	1,559
b Security Supervisor	723	825	928	1,004	1,072	1,143	1,209	1,330	1,451	1,752
c Security Officer	1,100	1,203	1,245	1,402	1,512	1,676	1,776	1,953	2,129	2,601
d Guard in Plain Clothes	805	906	1,020	1,121	1,260	1,395	1,447	1,593	1,738	2,052
e Armed Guard	N/A	N/A	N/A	N/A	2,167	2,437	2,708	2,947	3,249	N/A

2. Services Details	No. of Labour	Working Period				Total Hours	Total HK\$
		Date		Time			
		From	To	From	To		
a							
b							
c							
d							
e							
f							
g							
h							

Total without adjustment:	
Late order surcharge 15%	
Site order surcharge 30%	
Total Amount	
Cancellation charge	

REMARKS:

- a. All Security Guard services are charged for a minimum of 4 hours except for Armed Guard services which are charged for a minimum of 8 hours.
- b. For Security Guard Service, a minimum of 1 Security Supervisor must be employed for each deployment of 3 to 6 Security Guards or Armed Guards.
- c. For Armed Guard Service, a minimum of 1 Armed Guard must be employed for relief / stand-by purposes.
- d. A 2-week notice is required for ordering security services. Provision of security personnel is subject to availability at the time of ordering. Cancellations of confirmed orders for security personnel are subject to 50% and 100% cancellation charges for notice given within 7 days and 3 days respectively prior to the specific service commencement date indicated on the Order Form.
- e. HML will provide separate quotations for special arrangements such as high level of deployment guard services (in excess of 150 guards per shift), or age and language preference.
- f. For security services requested in excess of 13 consecutive hours, personnel charges will be calculated on the basis of the rate for 10 hours plus the rate for the additional hours specified in the table above. Examples: charges for security guard service for 14 consecutive hours will total \$1,722 (\$1,070 + \$652); charges for security guard service for 15 consecutive hours will total \$1,824 (\$1,070 + \$754); and, charges for security guard service for 16 consecutive hours will total \$1,894 (\$1,070 + \$824).
- g. Services for guard services for cash-in-transit may be quoted upon request.
- h. All security and guarding services at the HKCEC are exclusively provided by a licensed third-party.
- i. Please see enclosed for General Notes and Conditions.
- j. Orders will not be processed until full payment is made.

Company Name: _____
 Company Address: _____
 Tel No.: _____ Fax No.: _____ Email Address: _____
 Name (In caps): _____ Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO:

Hong Kong Convention & Exhibition Centre (Management) Ltd.
 Event Planning & Co-ordination Department
 1 Expo Drive, Wanchai, Hong Kong, China
 Tel: (852) 2582 8888 Fax: (852) 2582 7106

GENERAL NOTES AND CONDITIONS

1 In the document, the following definitions apply:

“HKCEC”

Hong Kong Convention and Exhibition Centre, the physical premises situated at 1 Expo Drive, Wanchai, Hong Kong, China including all of its internal venues and service areas, or other areas detailed in a Licence Agreement, and any and all furniture, fixtures and equipment on the premises belonging to the HKCEC;

“HML”

Hong Kong Convention and Exhibition Centre (Management) Ltd, the management and operating company of the Hong Kong Convention and Exhibition Centre, its management personnel (including Event Managers and Assistant Event Managers), and other staff members acting under the authority of the management; and,

“User”

Includes Licensee, or any contractor, subcontractor or other person or entity that utilises the services or equipment included in this document.

2 In general, orders for services and equipment for exhibitions must be submitted to HML before the deadline; otherwise, a surcharge of 15% shall be imposed on the basic rates. In addition, applicable on-site orders or amendments are subject to a surcharge of 30% of the basic rates. HML reserves the right to refuse orders received after any applicable deadline.

3 Cancellation Charges will apply in accordance with the following table:

		Exhibition			All other Events		
		Deadline for ordering (time before the start of the Licensed Period)	≤ 7 days in advance	on-site	Deadline for ordering (time before the start of the Licensed Period)	≤ 3 days in advance	on-site
a	Power Mains and Electrical Services	3 Weeks	30%	100%	-	-	100%
b	Compressed Air, Water and Drainage Services	3 Weeks	30%	100%	-	-	100%
c	Telephone, Facsimile, Cabling and Data Line Services (excluding centre internal wiring for private circuit)	3 Weeks	30%	100%	3 Weeks	30%	100%
d	Broadband Internet Services	3 Weeks	30%	100%	3 Weeks	30%	100%
e	Wireless Internet Technical Support Services	1 Month	30%	100%	1 Month	30%	100%
f	Material Handling Equipment Services	1 Week	30%	100%	-	-	100%
g	Labour - Security Personnel Services	2 Weeks	50%	100% ≤ 3 days	2 Weeks	50% ≤ 7 days	100% ≤ 3 days
h	Labour - Technician / Casual Labour / Housekeeping Attendant Services	2 Weeks	30%	100%	2 Weeks	30%	100%
i	Floral Arrangement / Potted Plant Services	2 Weeks	30%	100%	2 Weeks	30%	100%

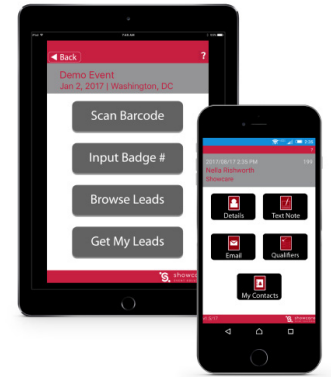
- 4 Any individual equipment relocation on the same day will be subject to a labour charge equal to 30% of the rental charge. Any requests for equipment relocation to a different venue on subsequent day(s) will require a separate order.
- 5 All equipment provided by HML must be utilised within HKCEC and used exclusively for the specified event and/or time period. The HKCEC’s Exhibition or General Event Rules and Regulations will apply to such use and the User is responsible for full compliance with any and all applicable provisions of those Rules and Regulations and will use equipment in a safe and proper manner. The User may not make any alternations, modifications to, or utilise any attachments and/or additions with equipment.
- 6 Services included herein provided to any User by HML or utilised by Users, will be in compliance with the HKCEC’s Exhibition or General Event Rules and Regulations as applicable.
- 7 The provision of any services / equipment is subject to availability at the time of ordering. Orders will be accepted on a “first come, first served” basis. HML reserves the right to reject any orders received; in such cases, Users will be notified accordingly.
- 8 If by reason of Force Majeure Event, labour difficulties, shortage of materials or any other cause outside the control of HML, or if HML is unable to provide any or all of the services or equipment ordered during the whole or any part of the duration of the event, the User’s sole right shall be limited to a refund on a pro-rata basis of the charges paid for the services or equipment.
- 9 The User will be responsible for returning all equipment and related materials to HML within 1 hour of the end of the Licensed Period or other time period specified.
- 10 The User will be liable for any loss or damage to the equipment arising from the User’s negligence, mis-use, unauthorised maintenance or other cause within the reasonable control of the User, its representatives, employees, agents or invitees. In the event of any loss or damage to the equipment for which User is responsible, the User will reimburse HML for the total cost of making good, or replacement if necessary.
- 11 The User will be in default of the agreement to use services and/or equipment if the User fails to pay any charges when due or fails to return the equipment to HML after
- 12 At any time after a User has not complied with an agreement to use service and/or equipment, HML may terminate the rental services or use of equipment, by notice to the User and will take possession of the equipment. The User will remain liable for any and all unpaid charges and HML may apply, and retain all or a portion of the User’s security / damage deposit as may be necessary to compensate HML for any unpaid charges, damages or expenses incurred on account of non-compliance.
- 13 All orders must be submitted and settled with applicable payment in Hong Kong Dollars by the specified due date of the invoice, exempt from any bank charges, including the required deposit. Cheque or bank draft (must be drawn from local banks) must be made payable to “Hong Kong Convention and Exhibition Centre (Management) Ltd.” or T/T or cable transfer to “The Hong Kong and Shanghai Banking Corporation Ltd., Sun Hung Kai Centre Branch, Shops 115-117 and 127-133, 1/F Sun Hung Kai Centre, 30 Harbour Road, Wanchai, Hong Kong. A/C No.: 582-000683-001.” Swift Code: HSBCHKHCHK. Payments by major credit cards are also accepted. HML reserves the right not to process orders without payment.

OPTION Showlead Mobile™

App for iOS + Android smartphones / tablet devices)

- Simply scan the QR Code using a smartphone or tablet with rear facing camera.
- Complete with 10 standard sales qualifiers, ability to add notes, email, follow-up and store contacts within seconds.
- Application can be used anywhere – both on and off the show floor.
- Real time lead access; by email or at www.showlead.com.
- Devices with no internet or data service will capture; Badge ID, First and last name. Leads will sync once internet service is restored.
- Requires internet connectivity to sync data.

Note: Limited mini iPads available for rent Onsite or use your own Smartphone/Tablet Device.



Terms & Conditions

All orders and usage of Showlead equipment provided by Showcare are/is subject to the following terms and conditions:

A) Orders and Order Deadlines

1. All orders must be paid for in full prior to unit pick-up. 2. Orders received after the stated deadline will be charged at AFTER DEADLINE RATES without exception. The date payment is received shall determine the applicable rate. 3. All items ordered after the order deadlines are subject to availability.

B) Payment Terms and Cancellations

1. Service will be rendered after receipt of full payment by credit card or check. 2. Showcare will correct any miscalculations in the "Order Total" column if different than total amount on the order form. 3. All cancellations made more than 30 days prior to the event will be subject to a \$50 processing fee per unit. No refunds will be considered for cancellations made beginning 3 days prior to the event start date. 4. Unclaimed units or unused orders are not refundable once paid for.

C) On-Site Services and Terms

1. All orders which include rental hardware must be picked up from the Showcare counter on-site. It is highly recommended that your company representative(s) pick up your ordered units to avoid delays. 2. A minimum of one hour for processing time will be required to fulfill on-site orders, subject to availability. 3.

D) User Terms

1. At all times Showcare remains sole owner of each Showlead unit including all the software and hardware.

Renter agrees to pay an additional late fee of \$150 (one hundred fifty U.S dollars) per day, up to a maximum of the unit cost as well as any additional fees incurred by Showcare to retrieve said unit (i.e shipping charges). Replacement Costs: Mini Ipad \$400USD

Increased visibility

1. Showcare does not guarantee and shall not be held liable should the user not achieve overall success of the exhibit with respect to the expected revenue, expected number of leads, booth traffic, return on investment (ROI), profits and attendance by using Showcare's equipment, software or know how. 2. The user and Showcare each agree to indemnify, defend and hold harmless the other party and its respective successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages and expenses (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the services rendered by Showcare to the user, except for the willful misconduct or gross negligence of the other party. 3. "Force Majeure" shall refer to any cause or event(s) that is beyond the reasonable control of Showcare or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed "sine die" and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of Showcare for services not yet rendered shall become automatically terminated and Showcare shall be entitled to retain all the payments already received.

Your order and usage implies that you have read, understood and agreed to be subject to the terms and conditions stipulated herein.



International Parkinson and
 Movement Disorder Society

Hong Kong Convention & Exhibition Centre
 October 5 - 9, 2018
 Hong Kong



ORDER ONLINE: www.showlead.com/orders

EVENT CODE: MDS1810S

EMAIL: leads@showcare.com

FAX: (905) 479-9743

PHONE: 1 (866) 267-2107

Lead Management Options	Specifications	EARLY thru Sep 07/18	STANDARD from Sep 08/18	QUANTITY	TOTAL
Showlead Mobile Essential	- 1 License for Single Device	\$265	\$315	<input type="text"/>	<input type="text"/>
	- 2 Licenses for Multiple Devices	\$380	\$435	<input type="text"/>	<input type="text"/>
	- 3 Licenses for Multiple Devices	\$450	\$525	<input type="text"/>	<input type="text"/>
	- 5 Licenses for Multiple Devices	\$750	\$875	<input type="text"/>	<input type="text"/>
	Mini iPad Rental	\$75	\$100	<input type="text"/>	<input type="text"/>

· Mobile app for your IOS or Android · Real Time lead data with data or wi-fi service

Processing Fee

\$10

ORDER TOTAL (Payable in US Funds)

Contact Information

Contact Name

Exhibiting Company

Phone Address

Email

City State & Country

Zip Booth #

Payment Information

MC VISA AMEX

Check

Card No.

Name on Card

Expiration Date

Signature _____

Authorization (your signature denotes acceptance of all the Terms & Conditions).

NOTE: SHOWCARE WILL NOT ACCEPT CREDIT CARD INFORMATION VIA EMAIL. PLEASE ORDER ONLINE OR FAX TO 905 - 479- 9743.

Online orders will receive instant confirmation via email. All other orders submitted will receive confirmation immediately after successful processing. NO REFUNDS ON ORDER 30 DAYS PRIOR TO SHOW OPENING. CANCELLATION REQUESTED 30 DAYS PRIOR TO SHOW ARE SUBJECT TO \$50 CANCELLATION FEE.



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#MDS CONGRESS

SHIPPING INSTRUCTIONS

INTRODUCTION

Merkur Expo Logistics have been appointed as the sole official forwarder, customs clearance agent and drayage contractor for MDS 2018, Hong Kong. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. The range of services provided by Merkur Expo Logistics include

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting,
- Storage of empty boxes and crate during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and super-vision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to Hong Kong. Please follow the instructions closely.

GENERAL INFORMATIONS

- The handling of your shipment will be charged as per **official handling tariff**.
- All shipments must be preadvised
- All direct deliveries to venue need to request a time slot for unloading
- Please use only attached **labels**.

IMPORTANT DATES

Copies of Bill of Lading and the Commercial Invoice and Packing List for Seafreight consignments to Hong Kong Seaport	10 September 2018 - LCL 17 September 2018 - FCL
Arrival of Seafreight shipment in Hong Kong Seaport	19 September 2018 - LCL 26 September 2018 - FCL
Copies of Airway Bill and the Commercial Invoice and Packing List for Airfreight Consignments to Hong Kong Airport	17 September 2018
Arrival of Airfreight shipment in Hong Kong Airport	26 September 2018
Copies of Commercial Invoice and Packing List for local or courier exhibits in Hong Kong	24 September 2018
Collection of local or courier exhibits in Hong Kong	02 – 03 October 2018



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AIRFREIGHT

DOCUMENT DEADLINES

The following documents must reach us not later than **17 September 2018**.

- 1 copy of Airway Bill
- 1 copy of Commercial Invoice & Packing List
- 1 copy of Insurance Policy (if insured)
- original of ATA Carnet + Power of Attorney with company chop and signature (if applicable)

CARGO DEADLINES

The cargo must arrive at Hong Kong International Airport no later than **26 September 2018**.

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg)

From arrival Hong Kong International Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee	US\$ 105.00 per consignment per exhibitor
Basic handling rate	US\$ 1.35 per kg based on actual or volumetric weight, whichever is the greater.
Minimum charge	Min. 150kg per consignment (HAWB) per exhibitor.
*Airport Terminal Charge	US\$ 0.55 per kg based on actual or volumetric weight, whichever is the greater (at cost).
Minimum charge	US\$ 120.00 per consignment (HAWB) per exhibitor.

*Current and actual cost levied by Airport, all third parties' charges not listed above will be charged at cost.



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SEAFREIGHT

DOCUMENT DEADLINES

We need the following documents not later than

10 September 2018 - LCL Shipment

17 September 2018 - FCL Shipment

- 1 original Bill of Lading or 1 copy of Express Bill of Lading
- 1 copy of Commercial Invoice and Packing List
- 1 copy of Insurance Policy (if insured)
- original of ATA Carnet + Power of Attorney with company chop and signature (if applicable)

CARGO DEADLINES

Exhibition goods must arrive Hong Kong seaport not later than

19 September 2018 - LCL Shipment

26 September 2018 - FCL Shipment

INWARD/OUTWARD HANDLING TARIFF

(for individual exhibits not exceeding 2,000 kg)

From arrival Port of Hong Kong to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee		US\$ 105.00 per consignment per exhibitor
Basic handling rate		US\$ 135.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge	LCL	2 cbm per consignment (HBL) per exhibitor.
Minimum charge for FCL	FCL 20'GP	20 cbm per 20' container
	FCL 40'GP	40 cbm per 40' container
*LCL Terminal Handling Charge		US\$ 55.00 per cbm or 1,000 kg, whichever is the greater.
Minimum charge		US\$ 120.00 per consignment (HBL) per exhibitor.
*FCL Terminal Handling Charge		Approx US\$ 360.00 per 20' container
		Approx US\$ 480.00 per 40' container

* Current and actual cost levied by Container Freight Stations (CFS), all third parties' charges incurred will be charged at cost.



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Please note:

The above rates (for both seafreight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.

Above rates is based on direct MAWB/OBL consigned to us. If shipment is made through a consolidator, any additional fees imposed by the consolidator will be billed as additional at cost to exhibitors/agents.

All consolidated shipments by seafreight and / or airfreight must be issued with House Bill of Lading and / or House Airway Bill. A Consolidation Cargo Manifest must also be provided.

CONSIGNMENT INSTRUCTIONS FOR AIRFREIGHT & SEAFREIGHT

The Master of Airway Bill / Bill of Lading must be consigned "Freight Prepaid" to:

Consignee: AGILITY FAIRS & EVENTS LOGISTICS LIMITED
Suite 3001-3, 30/F., Skyline Tower,
39 Wang Kwong Road, Kowloon Bay, Kowloon,
Hong Kong
Tel: (852) 2211 8200
Fax: (852) 2866 2421

Notify Party: AGILITY FAIRS & EVENTS LOGISTICS LIMITED
Tel: (852) 2211 8200
Fax: (852) 2866 2421
Contact: **Ms Christina Chan**
Email: info@merkur-expo.com | chchan@agility.com
For: **MDS Congress 2018**

All documents such as Airway Bill / Bill of Lading must be consigned as above. Additional charges will be incurred for wrong consignee details.

(A 5% outlay commission will be imposed on all "Freight Collect" consignments).

LATE ARRIVALS

A late arrival surcharge (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines – 30% surcharge.

In the event of late arrivals, Merkur / Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee can be given. The surcharge will apply regardless of delivery date to the show site



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LOCAL/COURIER CONSIGNMENTS

DOCUMENT DEADLINES

The following documents must reach us not later than **24 September 2018**.

- 1 copy of Courier Airway Bill
- 1 copy of Commercial Invoice & Packing List

CARGO DEADLINES

The cargo must arrive at Merkur / Agility Fairs & Events Logistics Limited Hong Kong warehouse on or before **02 – 03 October 2018**.

CONSIGNMENT INSTRUCTIONS

*** Courier consignment address to be advised upon requested*

LOCAL/COURIER OF EXHIBITS

From arrival at Merkur / Agility Fairs & Events Logistics Limited Hong Kong warehouse to delivery to exhibition stand, which must be DDP (Delivered Duty Paid) by the senders account

Documentation & Communication Fee	US\$ 105.00 per consignment per exhibitor
Basic handling rate	US\$ 120.00 per cbm
Minimum charge	US\$ 180.00 per consignment per exhibitor.
Declaration fee	0.06% of CIF Value declared
Minimum charge	US\$ 35.00 per consignment per exhibitor

Notes:

- **All consignment must be shipped on “Free-Domicile” basis i.e. all duties and taxes for all consignments must be paid by sender in country of origin PRIOR export.**
- **Merkur / Agility reserves the right to REJECT consignment that is not duty/tax paid upon arrival at our premises in Hong Kong.**
- **A fax pre-alert shall be sent to us indicating the Courier Airway Bill numbers, Courier Company, Name of Exhibition/Event, your contact details for us to assist further.**
- **Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% service charge for advance payments made on your behalf.**
- **Courier shipments sent to address other than above will be subject to a 30% service charge.**



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LOCAL TRANSPORTATION OF EXHIBITS

From collection at exhibitors' warehouse / premises in Hong Kong to delivery exhibition stand or vice versa.

Documentation & Communication Fee	US\$ 105.00 per consignment per exhibitor
Handling Rate	USD 135.00 per cbm or 1,000kg whichever is the greater
Minimum	2 cbm per consignment per exhibitor

CASE MARKINGS

For easy identification of exhibits, all packages must be marked as follows:

MDS Congress 2018

c/o Agility Fairs & Events Logistics Limited

- Name of Exhibitor : _____
- Stand Number : _____
- Case Number : _____
- Gross Weight/Net Weight : _____
- Dimensions : _____

PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

COMMERCIAL INVOICE & PACKING LIST

Please find attached a copy of the **Commercial Invoice and Packing List** for your usage. You may photocopy additional copies if the attached is insufficient.

Explanatory notes on the filling of Commercial Invoice and Packing List form are as follows:

- a. All entries must be in English Language.
- b. A full description of the item must be given. Do not just indicate the model name or model number. Describe the item - such as " 1:3 scale (cutaway) missile model "or" souvenirs - Lapel pins" or "wooden display plinth floor standing", etc.
- c. Every individual item, including giveaway items and brochures, is to be given a value based on CIF value expressed in U.S. dollars. Do not indicate the phrase "No Commercial Value".
- d. The following declaration must be indicated: "The invoiced goods are of..... (country)....origin and are intended for display purposes only at the exhibition site in Hong Kong."



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CONTROLLED ITEMS IN HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Commercial Invoice & Packing List should be faxed or e-mailed to Merkur / Agility Fairs & Events Logistics Limited for checking prior to the shipment departure from the country of origin.

If required, Merkur / Agility Fairs & Events Logistics Limited will apply necessary license/ permit on behalf of the exhibitors, but under no circumstances that Merkur / Agility Fairs & Events Logistics Limited can guarantee such license will be granted.

According to the Trade and Industry Department/ Customs Regulations in Hong Kong, import/ re-export license from the Hong Kong Government is required for transshipping the followings items in Hong Kong:

- Animals, Birds & Reptiles and their parts, Endangered Animals & Plants Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol (*duties & taxes in Hong Kong will be billed to exhibitors' account as per outlay*)
- Fresh/ Frozen Meat
- Optical Disc Mastering & Replication Equipment
- Radio Transmitting Equipment
- Strategic/ Hi-Tech/ Communication Commodities
- Textiles, etc.

If import / re-export license is required, exhibitors are required to submit to Merkur / Agility Fairs & Events the following documents / information for application of licenses in Hong Kong at least **21 days** prior to the shipment departure from the country of origin.

- a. Catalogue/ Brochure of commodities
- b. Export Permit Issued by the Products' Originating Country/ Place
- c. Certificate of origin
- d. Commercial Invoice and Packing List

Application for import/re-export license in Hong Kong (if required)

License Application fee	US\$ 75.00 per application
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For further details, please refer to the below web-site: <http://www.tid.gov.hk>.



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MOVE-IN/OUT DAYS

Exhibits will be transferred to the exhibition venue during the move-in days. Representatives of Merkur / Agility Fairs & Events will be available to help the exhibitors with the move-in logistics including unpacking and storage of empties as applicable.

Prior to the move-out days, exhibitors will be given a 'Disposal Instruction Form' to fill in based on the Commercial Invoice & Packing List given at time of entry of goods into Hong Kong. Exhibitors are required to advise Merkur / Agility Fairs & Events if the goods will be re-exported, sold or disposed, as applicable.

During move-out days, representatives of Merkur / Agility Fairs & Events will be on-site to help exhibitors with return of empty cases, repacking, re-export, etc. as applicable.

RE-EXPORT

Re-export formality will require about 1 week prior to shipment re-export out of Hong Kong. In the event, the exhibitor needs the goods to be re-exported urgently, please advise representative of Merkur / Agility Fairs & Events on-site of your request as applicable.

STORAGE CONDITION

The Owners/Agents forwarding goods for storage (hereinafter referred to as 'the depositor') hereby declare that they are the Owners/Agents of the goods, and in forwarding such goods for storage accept the following terms and conditions.

Goods received for storage are not insured by Merkur / Agility Fairs & Events Logistics Limited (hereinafter referred to as 'The Company') and are stored entirely at the risk of the Depositor. The Company will however effect an insurance of the goods on behalf of the Depositor if requested to do so by the Depositor in writing provided that that the premium in respect of such insurance is paid or agreed to be paid by the Depositor.

The Company will not be responsible for the condition or the contents of any goods received for storage, nor for any loss of weight and damage to the said goods before or whilst being stored or remaining in storage caused by dampness, termites, burglary, theft, Acts of God, Enemies, hostilities, strikes, lockouts, riots, civil commotions, effects of climate, monsoon, tempest, lightning, earthquake, explosion, vermin, white ants, unprotected or insufficiently packing or packages, obliteration of marks, book holes, tearing of covers, bursting of bands of hoops, leakage, rust, decay, sweat, mildew, dry rot, evaporation, fumigation, accidents and /or the latent defect of the storage containers.

The Company may refuse to deliver to any person the goods deposited unless the storage charges accrued are paid.



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HEAVY-LIFT SURCHARGES

Our tariff is applicable for individual exhibit not exceeding **2,000 kg** per package. Individual exhibit in excess of **2,000 kg** per package will incur heavy-lift surcharge (in addition to the basic handling charge) as per the table below:

Weight Per Package	Heavy-Lift Charges
From 2,001 to 5,000 kg	US\$ 72.00 per 1,000 kg (based on the total weight of the package)
From 5,001 to 7,000 kg	US\$ 110.00 per 1,000 kg (based on the total weight of the package)
From 7,001 to 9,000 kg	US\$ 140.00 per 1,000 kg (based on the total weight of the package)

Exhibits exceeding **9,000 kg** or dimension exceeding **L3m x W2m x H2m** per package will subject to an individual quotation when the dimensions and weights are provided.

ATA CARNET HANDLING FEE

If ATA Carnet is used for temporary import, an ATA Carnet administration fee is applicable to exhibitor at **US\$65.00** per Carnet per entry or exit.

THIRD PARTY AGENCY'S FEE

Only applicable if shipment is through co-loader

Third Party Agency's Fee	At cost as per outlay, minimum charge US\$ 60.00 per consignment (HBL / HAWB) per exhibitor
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GOVERNMENT IMPORT / EXPORT DECLARATION FEES

Declaration fee	0.1 % of CIF Value declared
Minimum charge	US\$ 45.00 per consignment per exhibitor

ON-SITE HANDLING SERVICES

(for individual exhibits not exceeding 2,000 kg)

Local exhibits arriving at the venue shall be subject to the following On-Site Handling Services from arrival Exhibition Venue to delivery Booth or vice versa, exclude empty case storage.

Handling rate	US\$ 75.00 per cbm or 1,000kg whichever is the greater
Minimum	2 cbm per consignment per exhibitor



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EMPTY CASE STORAGE

Only applicable if storage space is not available within the exhibition site:

Handling Rate	US\$ 45.00 per cbm or 1,000kg whichever is the greater
Minimum	US\$ 195.00 per consignment per exhibitor

STORAGE CHARGE

Goods not re-exported or storage for another exhibition shall be transferred from the booth to our warehouse for temporary storage.

Storage Fee	US\$ 30.00 per cbm per week, minimum charge 2 cbm per consignment per week
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FUMIGATION RULES IN HONG KONG

For shipment that will be re-exported from Hong Kong to Hong Kong to USA, Canada, Australia, Korea, India, China ... etc, all wooden packaging materials are required to be fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

DANGEROUS GOODS

Exhibitors need to send us a special form for dangerous goods (the form will be provided upon request), and the completed forms should reach us at least 7 working days before shipment is dispatched. Additional handling surcharges will be levied and relevant charges will be quoted upon request.

Exhibitors/ agents shall be liable for the consequences of shipping such items to Hong Kong without consulting Merkur / Agility Fairs & Events.

ADDITIONAL SERVICES

For additional services not listed above, an individual quotation will be given upon receipt of specific requirements

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Merkur / Agility Fairs & Events, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.



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REQUEST FOR INSURANCE

Upon written instructions, Merkur / Agility Fairs & Events can offer the exhibitor insurance coverage at competitive premiums.

TERMS OF PAYMENT

Inward : Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice/prior to delivery to premises.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Details of our bank account:

Merkur Expo Logistics GmbH
Frankfurter Sparkasse
IBAN: 70 5005 0201 0200 5329 95
BIC HELADEF1822

TERMS AND CONDITIONS

Merkur / Agility Fairs & Events does not take any responsibility for: -

- a) Exhibits which are not allowed by the organizer or Hong Kong Customs to be sold or displayed in fair site.
- b) Any tax/duty for sold exhibits
- c) Loss of goods whilst on display at the venue

All business is only transacted in accordance with our General Trading Conditions. A copy is available upon request.

Use of Merkur / Agility Fairs & Events' services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition express orally and/or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.